

# Schedule of Classes

Sept. – Dec. 2019




Classes will be presented at PERC San Bernardino unless otherwise noted.

Note: Because of the funding source, DPA Only classes are open only to employees of CFS, CNET, DAAS-APS, DAAS-IHSS, TAD and Human Services administrative support divisions.

General Development Classes - Class Name	Date	Fee	Time
<a href="#">Insights to Supervision: Learn Before You Lead</a> – DPA Only	09/04/19	n/a	8:30 – 4:00
<a href="#">Writing for Clarity and Career</a> – DPA Only	09/17/19	n/a	8:30 – 4:00
<a href="#">Performance Counseling Skills Supervisors Need</a>	09/26/19	\$120	8:30 – 4:00
<a href="#">Weathering Change</a> – DPA Only	10/16/19	n/a	8:30 – 4:00
<a href="#">Time Management</a> – DPA Only	10/24/19	n/a	8:30 – 12:30
<a href="#">Enhancing Your Customer Service Skills: A Mission Possible!</a> – DPA Only	10/30/19	n/a	8:30 – 4:00
<a href="#">Managing Your Emotions</a>	11/06/19	\$120	8:30 – 4:00
<a href="#">Interviewing and Test Taking Skills</a>	11/13/19	\$120	8:30 – 4:00
<a href="#">Interviewing and Test Taking Skills</a> – DPA Only	12/12/19	n/a	8:30 – 4:00
<a href="#">Choose Your Battles</a> – DPA Only	12/19/19	n/a	8:30 – 12:30
Classes for Supervisors - Class Name	Date	Fee	Time
<a href="#">Fundamentals of Supervision I</a> (3 days) @ Molina Healthcare	10/01, 10/02 and 10/15/19	\$650	8:30 – 4:00
<a href="#">Fundamentals of Supervision II</a> (4 days) 10/29, 11/05, 11/12 @ Molina Healthcare and 11/19 @ WDD Employment Resource Center	10/29, 11/05, 11/12 and 11/19/19	\$785	8:30 – 4:00 and 11/12 is 8:30 – 12:30 and 1:30 – 5:00

## PERC LMS

- Go to PERC website (<http://cmscl.sbcounty.gov/perc>).
- Click the *Class Registration* tab at the top right of page.
- Follow directions to sign on.
- Click on the three line menu icon  on the top left menu bar.
- Select *Course Catalog* from the drop down menu.
- Click on any course (depicted without a lock icon) you want to enroll in.
- Click on *Select a session* in the upper right corner.
- Select the *Session* from the drop down menu.
- Click on *Enroll/Enroll (waiting list)*.

We accept payment by approved Education Assistance Proposal (EAP), which must be received prior to the start of the class, tuition reimbursement funds, department budget transfer, personal check, money order or cashier's check. When paying by check, make checks payable to San Bernardino County. For additional information, please contact PERC at (909) 420-6400.

Through the PERC LMS you can search and register for upcoming classes and access many other new and exciting features. For more information, go to: <http://cmscl.sbcounty.gov/perc>.

**Cancellations** – Registrants who fail to attend are liable for the entire workshop fee unless they cancel their registration at least 10 work days prior to the first class date.

## Training locations:

PERC - San Bernardino  
295 E. Caroline St., Ste. C

ICEMA  
1425 S. D St.

Holiday Inn Express – Loma Linda  
25222 Redlands Blvd.

PERC - Victorville  
17270 Bear Valley Rd., Ste. 107

Molina Maximum Healthcare Services – San Bernardino  
550 E. Hospitality Lane

Workforce Development Dept. (WDD) - Employment Resource Ctr.  
658 E. Brier Dr., Ste. 100, San Bernardino